

PLAS Program Management Center
Defense Contract Management Command

PLAS - O - GRAM <98-03> New PLAS Version 8.2.8 & New On-line Help!

PLAS All Seeing & All Knowing Associates,

A new release of PLAS, version 8.2.8, along with refreshed on-line PLAS Help will be sent to the districts on Tuesday, February 17. We hope both will be installed at your site by 27 February, in accordance with each district's standard installation procedures.

The two new Version 8.2.8 features are designed for use by PLAS Administrators only. There are no changes to the other areas of PLAS such as timecards, reports, etc.

Enhanced Navigation in Maintenance

- A new pull-down list box appears near the top of the maintenance screens. The list box displays all records in the current selection. For example, in Employee Maintenance, the list box displays all employees.
- Use the scroll bar at the right to scroll through the list. Click a line to immediately go to the selected record.
- The top of the maintenance screens also contains new "Filter" and "Sort" buttons. The "filter" restricts record selection to records meeting certain criteria, and "sort" orders the records in various ways.
- For example, in Employee Maintenance, you can set the filter to "Active employees only", and order the records either "by ID" or "by employee name".
- Each maintenance screen has its own unique filter and sort options, appropriate to the type of data it contains.

Messages

- The main menu contains two message boxes, one for standard messages and one for local messages. Standard messages are for use by the PMC to send messages to all sites. Local messages are for use by PLAS Administrators to send messages to employees at their site.
- Only PLAS Administrators have the capability to send local messages.
- To use this feature, click the new LOC_MESSAGE button on the maintenance menu. The fields on the Local Message Maintenance screen are:
- MESSAGE_ORDER - This is a numeric field which begins at 1 and increments by 1 as each new message is added. If you send multiple messages, the messages appear on the main menu in the order of MESSAGE_ORDER.
- MESSAGE_TEXT - This contains the text of the message. Each message can be up to 1000 characters, which typically equals about 40 lines. Word wrap, spacing, etc., are preserved when the message displays on the main menu.
- ORG_CODE - This specifies the org code to send the message to. For most sites, this would be your org code. For sites which have multiple org codes (such as the district headquarters), you can send the message to a specific org code, or choose "All" to send the message to all org codes at your site.
- RECIPIENT_ALL - Mark this box to send the message to all employees.
- RECIPIENT_SUP - Mark this box to send the message to employees with supervisor privileges.

- RECIPIENT_ADM - Mark this box to send the message to employees with admin privileges.
- Note: RECIPIENT_ALL includes the other two categories, so if you mark RECIPIENT_ALL, PLAS unmarks the other two, as they are redundant. If you select RECIPIENT_SUP or RECIPIENT_ADM, PLAS unmarks RECIPIENT_ALL, since the assumption is the message should not go to all employees. You can select RECIPIENT_SUP and RECIPIENT_ADM together to send the message to employees with both supervisor and admin privileges.
- HIDE - Mark this box to hide a message for later use. This is an alternative to deleting a message you may want to use again.
- Note: Only unhidden messages display on the main menu.
- To ADD a new message, click the "Add" button. PLAS automatically assigns it to the next highest number in MESSAGE_ORDER. Supply the appropriate entries, and click "Update" to save it.
- To CHANGE a message, select the message, make the appropriate changes, and click "Update" to save the changes.
- To DELETE a message, select the message, and click the "Delete" button. As an alternative to deleting a message you may want to use again, you can mark the "HIDE" field and click "Update".
- Messages appear on the main menu in the order of MESSAGE_ORDER, beginning with the lowest MESSAGE_ORDER. You can change the order by changing the value of MESSAGE_ORDER, and clicking "Update" to save the change. For example, to reverse the order of messages 1 and 2, select message 1, change MESSAGE_ORDER to 3, and click "Update" to save the change. Message 2 would appear first, followed by message 3 (which was formerly message 1). There would no longer be a message with MESSAGE_ORDER = 1. However, it's okay to have gaps in the sequence.
- You cannot change MESSAGE_ORDER to a value which is already in use. In the above example, if there already was a message 3, then you would need to change message 1 to something else. An error message is issued if you try to change to a number already in use.
- Employees receive all messages they are entitled to see. For example, if you send one message to all employees, and another to admins only, the admins would see both messages, since admins are included in the "all employees" category (for the first message) as well as the "admin" category (for the second message).
- Multiple messages appearing on the main menu are separated by dashed lines.
- A message appears on the main menu until it is either hidden or deleted.
- The message boxes on the main menu are read-only. You cannot change or send messages from either one. You can only do so from Local Message maintenance.
- When sending a message, you must back out of PLAS and then go back in before it appears on your main menu.

Please pass this information on to your CAO associates. Questions? Contact us at 1-888-PLASINFO or **PLASHELP@dcmdc.dla.mil**.

Respectfully,

Don Peterson
PLAS Program Manager